

MEMORANDUM

TO: Assistant Director for Operations
FROM: Acting Chief, FBIB
SUBJECT: Revision of FBIB Daily Reports

The Daily Reports of FBIB in their present form are difficult for intelligence researchers to use because:

- (1) Material from a single country is divided between the two reports.
- (2) The indexing is inadequate.
- (3) Reference to an item requires knowledge of the country, location of the transmitter, and whether the item was a "voice" or a "press" transmission.

The attached staff study explores those changes which could be effected to overcome or minimize these disadvantages.

In summary the study recommends the publication of four reports daily. One, unclassified, would be for non-Government recipients and would be identical to the present unclassified report. The other three reports would combine "voice" and "press" material into a single book, one for each of the three principal geographical areas; Latin America, Europe, Far East.

It is suggested that a survey of IAC recipients be conducted to determine the desires of the users.

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Staff Study, Revision of FBIB Daily
Draft, Memo

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STAFF STUDY

THE PROBLEM:

It has been proposed that a revision of format of the Daily Report of Foreign Radio Broadcasts would result in greater usability of the report and consequent greater benefit to researchers and analysts of CIA and other intelligence agencies.

FACTS BEARING ON THE PROBLEM:

1. Under present policy, distribution of unclassified FBIB material is made to qualified and approved non-government agencies.

2. In order to make non-government dissemination, the monitored material must be divided into that which has no restriction on its reuse (commonly referred to in FBIB as "Voice") and that which is protected by copyright and communications agreements (classified restricted and referred to as "Press").

3. Experience has repeatedly shown that material is best categorized into area divisions by the location of the transmitter rather than by subject or subject area. That is to say, Rome Radio speaking of Palestine is included in the Italian section, not in the Palestine section.

4. Mimeographing is the most practical method of reproduction from the standpoint of reproduction facilities available, cost, and time.

5. The size of the reports is limited by personnel, time, and in rare instances technical failures and poor reception.

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6. Much of the value of monitored foreign broadcasts is lost if there is a considerable time lag between monitoring and receipt of the processed material by the user. Therefore, it is normal practice that Daily Reports including broadcasts up to 8:00 a.m. be completed in time for distribution and mailing by 3:30 p.m. of the same day.

ASSUMPTIONS:

1. That distribution of material which is not protected by copyright and communications agreements to persons and agencies outside the Federal Government will be continued.

2. That no substantial increase in distribution will be made in the near future to either Government or non-Government agencies.

3. That the present volume of material (about 70,000 words daily) will not be materially increased or decreased.

4. That the principle of speedy dissemination will continue to be observed.

5. That no increase in T/O will be involved for either production (FBIB) or reproduction (Services Branch).

Discussion:

Tab A is a recent copy of the unclassified Daily Report. Tab B is a recent copy of the Restricted Daily Report. While the two books are dissimilar in outward appearance, this does not aid the reader in determining which book contains a specific item. Only prior knowledge as to the source of the item could assure the reader of immediate proper selection between the two books. For example, a reader is referred to a statement of personality

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in Berlin on 25 April. Unless the reader knows that this statement was carried by ADN or some other press service, in which case he could be sure of finding the item in the Restricted Daily Report, he must look through both books to find it. Furthermore, the reader is probably only slightly interested in whether the material he requires is monitored from a press service broadcast or from an unrestricted broadcast.

The difficulty in quickly finding an item of interest does not stop with selection of the proper book. By referring to Tab A and Tab B it will be observed that indexing is confined to a listing on the frontispiece:

I Latin American Section

II European Section

III Far Eastern Section

and on the title page of each section a listing of the contents for the day with alphabetical page designations:

EUROPEAN ROUNDUP	aa 1-11
USSR HOME SERVICE	AA 1
USSR EUROPEAN & NEAR EAST SERVICE	BB 1-11
USSR OVERSEAS & FAR EAST SERVICE	CC 1-4
EASTERN EUROPEAN TRANSMITTERS	DD 1-3
BALKAN TRANSMITTERS	EE 1-3
GERMAN TRANSMITTERS	FF 1-6
NEAR & MIDDLE EAST AND	
NORTH AFRICAN TRANSMITTERS	II 1
FRENCH TRANSMITTERS	KK 1-3
ITALIAN TRANSMITTERS	NN 1

This data is of very little assistance to the reader since the pages are not numbered consecutively and he must thumb through the book to locate the section and then the area.

The organization of material by the location of transmitters has been found to be the most practical single method.

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Other methods of organization--by subject, by language, and by country or area referred to--are impractical because a given broadcast will discuss several different countries or areas and possibly as many subjects. Using the subject or subject area method of organization would result in many excerpts without continuity as to what a specific radio is beaming to a specific area.

The problem then resolves itself into three basic considerations: how to overcome the inconvenience of having two books; how the material should be organized; how the indexing, paging, and layout of the report can be improved.

While it is assumed (Assumption 1) that dissemination of non-classified material outside the Federal Government will be continued, per se this does not prohibit combining the unclassified and restricted material in one volume with an overall classification of Restricted for use by governmental agencies. However, a single book, containing the same amount of coverage is presently contained in the two books, would be too thick to be stapled with the equipment on hand in Services Branch. Therefore, if it is desired to combine the unclassified and restricted material, either new stapling equipment will have to be procured or the combined material will have to be broken down into two or more parts. It is the firm opinion of FBIB and OO that there should be no change in the present method of organizing material. The inconvenience to the reader occasioned by the present method is appreciated but similar inconveniences would arise from any single alternate method and organization by more than one method is well beyond the capabilities of the present equipment.

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ties of FBIB under Assumption 6.

There are several ways in which the indexing, paging, and layout of the Daily Reports can be modified or changed to increase the ease of reference.

Tabbing: This is not practical because it would require hand tabbing of each copy as it is impossible to put tabbed paper through the mimeograph machines.

Cardboard Section Separators: These have the advantage of clearly indicating the separation of the sections but they would increase the bulk and could not be put through the mimeograph machines.

Colored Mimeograph Paper Separators: These could be used to good advantage. They have the desirable features of small additional cost, no increase in bulk, they can be run through the mimeograph machines and used for title pages. The colors available are vivid and would clearly indicate the sections.

Indexing: More indexing than is presently done would delay the completion of reports as much as six hours and would result in a delay of 24 hours in its receipt by addressees outside of CIA.

Consecutive Numbering of Pages: This is not practical because it is necessary to begin mimeographing before all the stencils are completed. All the letter subdivisions are edited, typed, and mimeographed coincidentally rather than consecutively. Theoretically, the stencils could be numbered consecutively when all the editing and typing is completed but then the mimeographing would be held up with resulting delay of about seven hours in reproduction and as much as 24 hours in receipt of the report. These modifications

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are not dependent on combining of unclassified and restricted material.

The most obvious change in the form of the Daily Reports is probably the most logical one, i.e., to publish three separate books, one each for the Latin American Section, the European Section, and the Far Eastern Section. This would result in an increased work load on Services Branch for stapling and mailing but a smaller consumption of paper and bulk since many of the recipients are only interested in one section of the report.

CONCLUSION:

Any modification of the reports should simplify the location of sub-sections. The most feasible modification from all viewpoints is to use colored mimeograph paper for the title pages of the three principal sections. It is not considered practical to indicate sub-sections in any way.

Any change in the reports should be designed to eliminate the necessity of Government intelligence researchers having to use two volumes. It is not considered necessary or desirable to change the unclassified Daily Report. It is considered desirable to replace the two Daily Reports which are distributed within the Government with three books, one for each principal geographical section, each containing both the unclassified and restricted material.

RECOMMENDATION: That the unclassified Daily Report remain unchanged but be modified by the use of distinctive colored title pages for the three sections.

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That the mailing list for the unclassified Daily Report be confined to non-governmental recipients.

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That the unclassified and restricted reports be combined for distribution within the Government.

That the combined report be published in separate area sections (Latin American, European, Far Eastern).

That the three separate sections have distinctive colored title pages.

That the mailing lists of Government agencies be screened to determine which sections of the combined report will be required by each addressee.

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